

**Sherman Central School  
Board of Education  
ORGANIZATIONAL BOARD MEETING  
July 1, 2013**

**TIME & PLACE:** 5:30 PM - Board Room # 118

**MEMBERS PRESENT:** Brian Bates, Gary DeLellis, Emily Kidd, Melissa Lyon, Colleen Meeder

**OTHERS PRESENT:** Kaine Kelly, Michael Ginestre, Kimberly Oehlbeck, Tracie Cederquist

The district clerk called the meeting to order at 5:30 PM. The pledge of allegiance was recited and board member roll call was taken with 5 members present.

**ORDER  
PLEDGE  
ROLLCALL**

The Oath of Office was administered to newly elected board member Emily Kidd (term 7/1/13 to 6/30/18).

**OATH OF OFFICE**

The Oath of Office was administered to Superintendent Kaine Kelly for the 2013-14 academic year.

A call for nominations for school board president was made. M. Lyon nominated Brian Bates, second by C. Meeder. G. DeLellis nominated Melissa Lyon, second by E. Kidd. Nominations were closed. Mr. Bates was name President 3-2.

**PRESIDENT OF  
BOE**

A call for nominations for vice President was made. G. DeLellis nominated Melissa Lyon, second by C. Meeder. M. Lyon nominated Colleen Meeder, Mrs. Meeder declined the nomination. Nominations were closed and Mrs. Lyon was named Vice President, unanimously.

**VP OF BOARD**

G. DeLellis moved that it be resolved that Vice President Lyon will act on behalf of the Board President in his absence. Second by C. Meeder, carried unanimously.

Administered Oath of Office to all board members, Principal Ginestre, Kim Oehlbeck as District Treasurer. President Bates will now conducted the remainder of the meeting.

**E. Kidd moved to approve the consent agenda for personnel including items 6a) through 6f)**

**CONSENT  
AGENDA  
PERSONNEL**

**6a) Recommends the following appointments, effective July 1, 2013:**

- a) Purchasing Agent ..... Superintendent
- b) Records Management Officer ..... Shawn McKane (\$1,200)
- c) District Clerk ..... Tracie Cederquist
- d) District Treasurer ..... Kimberly Oehlbeck
- e) Extra Curricular Treasurer ..... Susan Hayes
- f) Tax Collector ..... JP Morgan Chase
- g) School Attorneys ..... Lundberg Law Offices  
(\$160/Hr) ..... Harris Beach
- h) School Physician ..... Westfield Family Physicians  
(\$7,800)
- i) Fire Inspector ..... Charles Smith  
(K & C Property Services (\$450)
- j) Internal Claims Auditor ..... Pam Fisher
- k) Alternate Internal Claims Auditor ..... Tracie Cederquist
- l) Treasurer of Petty Cash ..... Superintendent

**APPOINT  
PERSONNEL**

- m) Maintain Cash Receipt Log ..... Tracie Cederquist
- n) Merchandise Receipt Clerk ..... Kristin Irwin
- o) Summer Merchandise Receipt Clerk ..... Susan Hayes
- p) Workers Compensation Designee ..... Kim Oehlbeck
- q) AED Maintenance Personnel ..... Deanie Thorsell (\$600)
- r) Financial Bond Counsel ..... Bernard P. Donegan, Inc.
- s) Legal Review Bond Company ..... Tim McGill Law Offices

6b) Recommends that the following school personnel be required to complete a **Conflict of Interest Disclosure Statement**, indicating whether they have nothing to disclose or listing any significant financial interests, businesses, and other non-profit affiliations related to the Sherman Central School District: All school board members, school superintendent, school principal, business manager, district treasurer, district clerk, and department heads must sign this statement annually.

**CONFLICT OF INTEREST DISCLOSURES**

6c) Recommends that **certified teacher substitutes** be paid at \$75 per day and non-certified substitutes be paid at \$65 per day. Additionally certified teacher substitutes shall be paid at a consecutive day rate of pay: within the same assignment, days 11-20 shall be paid at \$85.00 per day; and days 21 and on shall be paid at \$95.00 per day.

**TEACHER SUBSTITUTE RATE OF PAY**

6d) Recommends that volunteers who are approved by the board of education to work with an athletic team or activity be **reimbursed for the cost of fingerprinting** upon completion of the activity for which they were approved.

**FINGERPRINT REIMBURSEMENT**

6e) Recommends that the board of education approve the following resolution: Be it resolved that the all **letters of resignation** become binding upon receipt of the letter by the Superintendent of Schools on the date it is received.

**LETTERS OF RESIGNATION**

6f) Recommends that the board of education approve the **substitute bus driver rate** at \$13.24 per hour.

**SUB BUS DRIVER RATE**

Second by M. Lyon, carried 5-0.

**E. Kidd moved to approve the operations consent agenda including items 7a) through 7p)**

**CONSENT AGENDA CONTRACTED SERVICES**

7a) Recommends the approval of the following **contracted services** for the 2013-14 school year effective July 1, 2013:

<b>Vendor</b>	<b>Service Provided</b>	<b>Annual Cost</b>
Michael Corey, CPA	Independent Auditor	\$13,000.00
Simplex/Grinnell	Alarm System/Sound & Communication	\$2,500.00
Pitney Bowes	Postage Meter Rental - \$340.00/Qt.	\$1,360.00
Health Economics Group	Flex Plan	\$3.00/month/ employee
Health Economics Group	105H – Teaching Staff Only	\$1.50/month/ enrollee
Jochum Business System	Cash Register Maintenance	\$240.00
Strate Welding	Welding Cylinders	\$500.00
Otis	Elevator Maintenance	Capped @ \$5,000
Pupil Benefits	Student Insurance	\$18.80/Student
Dr. Michael Thayer	School Psychologist	See attachment #4
Milton Cat	Generator Service Contract	\$628.00
BCS	Aerco Boiler Service Agreement (7/1/13-6/30/14)	\$3,750.00

- 7b) Recommends the business manager/district treasurer be **authorized to pay** salaries and all utilities when due. The superintendent will approve each payroll roster. **PAY SALAIRES**
- 7c) Recommends the **re-establishment of a uniform system of accounts** and treasurer's receipts for the 2013-14 school year. **UNIFORM SYSTEM OF ACCOUNTS**
- 7d) Recommends the **re-establishment of petty cash funds** of \$100.00 for the General Fund and \$175.00 for the School Lunch Fund. **PETTY CASH**
- 7e) Recommends the purchase of a **blanket bond** for all school employees (\$100,000), with an extra stipulation for district treasurer, extra-curricular treasurer, internal claims auditor, and school tax collector in the amount of \$1,000,000. Provider: Utica National. **BLANKET BOND**
- 7f) Recommends that Community Bank, N.A., JP Morgan Chase & Co., NY Class/MBIA Asset Management, The Bank of New York, and Inner Lakes Federal Credit Union be designated as **official depositories** for school funds located in the attached accounts. (*Att. #1*) **OFFICIAL DEPOSITOR-IES**
- 7g) Recommends that the **mileage reimbursement rate** for the 2013-14 school year be set at the Federal IRS rate. (Currently at 56.5 cents/mile) **MILEAGE RATE**
- 7h) Recommends that the Jamestown Post Journal be designated as the **official newspaper**. **OFFICIAL NEWSPAPER**
- 7i) Recommends that the regular **Board of Education meetings** follow the attached schedule beginning at 5:30 PM and held in the board room #118. (*Att. #2*) **BOARD MEETING DATES**
- 7j) Recommends that the **board policies, bylaws, and code of ethics**, previously adopted by the Board of Education, be reaffirmed. **POLICIES-BYLAWS-CODE OF ETHICS**
- 7k) Recommends that Brian Bates be the **Voting delegate** for county and state board meetings for the 2013-14 school year;  
and that Melissa Lyon be the **Alternate voting delegate** for county and state board meetings for the 2013-14 school year. **VOTING DELEGATE & ALTERNATE**
- 7l) Recommends that superintendent is given the **authority to send board of education members, teachers, and staff members** to conferences, meetings, etc. with expenses, in accordance with School Board Policy, budgets and all contracts. **CONFERENCE-ES & MEETINGS**
- 7m) Recommends that the Board of Education approve the **Fee Schedule** for the use of the school facilities and transportation for the 2013-14 as listed. (*Att. #3*) **FEE SCHEDULE**
- 7n) Recommends that the Board of Education establish the following **Breakfast and Lunch Prices** for the 2013-14 school year: **BREAKFAST LUNCH PRICES**

	<b>Breakfast</b>	<b>Lunch</b>
Reduced	\$ .25	\$ .25
K-6	1.10	\$1.70
7-12	1.10	\$1.80
Teachers	---	\$3.75

7o) Authorizes the superintendent to approve all **budget transfers** with copies made available to the board at each monthly meeting for information only.

**BUDGET TRANSFERS**

7p) Establish the 2013-14 **tuition rate** using the NYS tuition formula which calculates Elementary Tuition at \$4,707 and High School Tuition at \$4,517. Students previously attending from out of district will remain at their pre-existing rates as interpreted from the current tuition policy.

**TUITION RATE**

Second by C. Meeder, carried 5-0.

*Proceed to regular meeting ...*

**REGULAR MEETING**

**REGULAR BOARD MEETING**

M. Lyon moved to approve the minutes of the regular June 12, 2013 board meeting. Second by C. Meeder, carried 5-0.

**APPROVE MINUTES**

Superintendent Kelly informed the board of the status of the driver education program currently being offered this summer – Mr. Reyda, instructor. Possibility of next year offering during the summer with BOCES services. Updates were given on the cafeteria and participation in the free and reduced lunch program for next year. Progress on the auditorium stage refinishing and the audit of the sound system are continuing. The board meeting dates are being reviewed for any conflicts. The recent Regents exams and the graduation ceremony were discussed. Summer enrichment program starts 7/8/13. The 2013 Shermanite was presented to the board members. The board was informed about the unfortunate accident of Mr. TeWinkle during basketball practice and all wished him a quick recovery. Mr. Peck has resigned from the transportation department and meetings are being set up for restructuring of the department. New teacher orientation will be held 8/12, 8/13 & 8/14, and the new staff members will attend the 8/19 board meeting. A thank you was received from Roberta Starceski for the Dr. Francis Scholarship. The NYSSBA Convention will be October 24-26 in Rochester.

**SUPT. REPORT**

Mrs. Oehlbeck informed the board that the audit will begin August 5, 2013 with CPA, Michael Corey.

**BUSINESS REPORT**

C. Meeder moved to receive the **monthly departmental reports** and enter them into the official meeting minutes. Second by M. Lyon, carried 5-0.

**DEPARTMENT REPORTS**

E. Kidd moved to adopted **Required Policy Update #6551 – Family and Medical Leave Act**. Second by C. Meeder, carried 5-0.

**POLICY #6551**

C. Meeder moved to approve the **personnel consent agenda** including the following:

**PERSONNEL CONSENT AGENDA**

4a) Approve the following **extra-curricular appoints** for the 2013-14 school year:

STAFFING DESCRIPTION "COACHING"	STAFF MEMBER	SCALE
Cheerleading Basketball	A. Warner	0.6
Cheerleading Football	A. Warner	0.4
Football JV Assistant	Barmore	0.7

**EX CURRICULAR APPOINTMENTS**

4b) Approve Gary TeWinkle as a **volunteer basketball coach** for the 2013-14 season.

**VOLUNTEER COACH**

4c) Approve **support staff contracts** in the following positions (Att. #8-13)

**SUPPORT  
STAFF  
CONTRACTS**

- Tracie Cederquist .....Secretary to Superintendent
- Pamela Fisher ..... Guidance Secretary
- Susan Hayes ..... Principal Secretary
- Jared Oehlbeck ..... Head Custodian
- Laurie Rubner ..... Account Clerk
- Deanie Thorsell ..... School Nurse

4d) Approve Alex Reyda as the instructor for **Driver Education** for the 2013 summer driver education program at Sherman Central School. Stipend will be \$5,000 for 12 students over a 30-day program.

**DRIVER ED  
INSTRUCTOR  
(Reyda)**

4e) Accept the **resignation** of Mr. Philip Peck for reasons of a personal nature, effective July 12, 2013.

**RESIGNATION  
(Peck)**

Second by G. DeLellis, carried 5-0.

M. Lyon moved to suspend the regular order of business and enter **executive session** at 6:07 PM negotiations and personnel. No action to be taken after meeting reconvenes. Second by G. DeLellis, carried 5-0.

**EXEC.  
SESSION**

Executive session concluded at 6:37 PM and regular session **reconvened**.

M. Lyon moved to **adjourn** the meeting at 6:38 PM. Second by C. Meeder carried unanimously.

**ADJOURN**

Respectfully submitted,

Tracie Cederquist  
District Clerk